



OFFICE OF THE CITY CLERK  
NEWARK, NEW JERSEY 07102

Method of Submission:  
☒ email ☐ Fax  
☐ walk-in ☐ Mail

KENNETH LOUIS  
CITY CLERK  
KATHLEEN MARCHETTI  
DEPUTY CITY CLERK

Date: 10/8/19

OPRA File Number: PD-19-0973

Subject matter: Emma Best/Muckrock-"Criminal Hackers target Police to protest perceived injustices"

Response

The Office of the City Clerk, OPRA Unit, is in receipt of your Open Public Records application regarding the above captioned request. Your request has been forwarded to the appropriate agency(ies) to begin a search for records in accordance with your request. A status and/or response is anticipated on or before \_\_\_\_\_.

Your request, as interpreted by this office, is not a request to "search" identifiable government documents, but a request to "research" same, and as a consequence needs further information/clarification. To qualify under OPRA, a request must reasonably identify a record and not general data, information, or statistics. Bent v. Township of Stafford, 381 N.J. Super. 30 (App. Div. 2005). Wholesale requests for general information to be analyzed, collated, and compiled by the agency are outside OPRA's scope. Burke v. Brandes, 429 N.J. Super. 169, 174 (App. Div. 2012).

In order to process your request, please resubmit your application accompanied by a copy of the ad(s) for the RFP or Bid requested. Upon receipt, you will be advised accordingly. OPRA awaits your reply.

Please be advised that we are unable to process certain portion(s) of your request because it does not seek the production of identifiable government record(s), as required under OPRA. A copy of your request is attached and those areas have been highlighted for your reference.

☒ In response to your Open Public Records Application, please be advised that OPRA is in receipt of a \_\_\_\_\_ complete response \_\_\_\_\_ a partial response to your request. An anticipated date for the remaining portion of your request is \_\_\_\_\_.

☒ I trust this completes your request. If you have any questions regarding the responsive records you have received, please contact the agency that responded via the telephone number on the department's response.

Sincerely,

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City Clerk

KL: sl

Newark Police Department  
OPRA Office  
Room 415A  
920 Broad St.  
Newark, NJ 07102

PD-19-0673

July 2, 2019

This is a follow up to a previous request:

To Whom It May Concern:

I wanted to follow up on the following New Jersey Open Public Records Act request, copied below, and originally submitted on June 21, 2019. Please let me know when I can expect to receive a response.

Thanks for your help, and let me know if further clarification is needed.

Filed via MuckRock.com  
E-mail (Preferred): 75691-48093434@requests.muckrock.com

For mailed responses, please address (see note):

MuckRock News  
DEPT MR 75691  
411A Highland Ave  
Somerville, MA 02144-2516

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

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On June 21, 2019:

Subject: New Jersey Open Public Records Act Request: Criminal Hackers Target Police to Protest Perceived Injustices (Newark Police Department)

To Whom It May Concern:

Pursuant to the New Jersey Open Public Records Act, I hereby request the following records:

Records mentioning, describing or generated as a result of the 8 May 2015 Roll Call Release IA-0181-15 (which was designed to be shared widely with law enforcement) from the Department of Homeland Security's Office of Intelligence and Analysis (I&A) in conjunction with the Federal Bureau of Investigation, titled "Criminal Hackers Target Police to Protest Perceived Injustices," as well as records otherwise responding or reacting to the issues raised in it.

I am a member of the news media and request classification as such. I have previously written about the government and its activities, with some reaching over 100,000 readers in outlets such as Gizmodo, MuckRock, Motherboard, Property of the

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CITY CLERK'S OFFICE  
NEWARK, N.J.  
ROOM 415A

People, Unicorn Riot, and The Outline, among others. As such, as I have a reasonable expectation of publication and my editorial and writing skills are well established. In addition, I discuss and comment on the files online and make them available through non-profits such as the library Internet Archive and the journalist non-profit MuckRock, disseminating them to a large audience. While my research is not limited to this, a great deal of it, including this, focuses on the activities and attitudes of the government itself.

As my primary purpose is to inform about government activities by reporting on it and making the raw data available, I request that fees be waived.

The requested documents will be made available to the general public, and this request is not being made for commercial purposes.

In the event that there are fees, I would be grateful if you would inform me of the total charges in advance of fulfilling my request. I would prefer the request filled electronically, by e-mail attachment if available or CD-ROM if not.

Thank you in advance for your anticipated cooperation in this matter. I look forward to receiving your response to this request within 7 business days, as the statute requires.

Sincerely,

Emma Best

Filed via MuckRock.com

E-mail (Preferred): 75691-48093434@requests.muckrock.com

For mailed responses, please address (see note):

MuckRock News

DEPT MR 75691

411A Highland Ave

Somerville, MA 02144-2516

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2019 JUN -2 A 9 40



Ras J. Baraka  
Mayor



Anthony F. Ambrose  
Public Safety Director

TO: Ana Golinski, Supervisor  
City Clerk's Office (OPRA)

FROM: Najah Z. Hatim-Johnson, Supervising Advocate  
Legal/Internal Affairs Unit

DATE: October 3, 2019

Re: OPRA Request PD#19-0673

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Pursuant to your request, please find attached the following copies of documents for the above-mentioned subject.

1. The general order regarding Hacking.

After a diligent search using the subject's name, and nature of the incidents with the NPD RMS, no reports were located.

After a diligent search with the NPD MIS unit, no documents mentioning or related to the subject were located from January 1, 2009 to January 2019.

After a diligent search with the NPD MIS unit, no materials that would generate a compromise, or breach by the subject were located.

  
Najah Z. Hatim-Johnson, Supervising Advocate



# NEWARK POLICE DIVISION GENERAL ORDER



**SUBJECT:**  
**BREACH OF COMPUTER SECURITY RESPONSE**

**GENERAL ORDER NO.**  
**17-03**

**SUPERSEDES:**  
**NEW**

**DATED:**  
**April 17, 2017**

**SECTION CODE:**  
**L-8**

**THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:**

- I. POLICY**
- II. PURPOSE**
- III. DEFINITION OF TERMS**
- IV. SERVICE OR PRODUCT DESCRIPTION**
- V. DUTIES AND RESPONSIBILITIES**
- VI. COMPLIANCE**
- VII. EFFECT OF THIS ORDER**



# NEWARK POLICE DIVISION GENERAL ORDER



## I. POLICY

It is the policy of the Newark Police Division to keep to protect all sensitive, and classified information in its computer systems from unlawful and unauthorized access. In today's environment, it has become more complex to keep computer systems safe. However, the Newark Police Division has taken the necessary steps to maintain its computer systems secure, and has established a response plan to deal with the event of a breach to our computer security.

## II. PURPOSE

The purpose of this policy is to establish and maintain a breach of computer security response plan for the Newark Police Division. This ensures that the Newark Police Division's Information Technology Division (ITD), has all the necessary information to formulate a successful response should a specific security incident occur.

This policy shall apply to all Commands within the Newark Police Division.

The response to a breach of computer security the primary responsibility of the Information Technology Division, in cooperation with the City of Newark Office of Information Technology.

Infrastructure-wide breaches of computer security are the responsibility of the City of Newark Office of Information Technology (OIT), in coordination with the Newark Police Division's Information Technology Division (ITD).

## III. DEFINITION OF TERMS

For the purposes of this General Order, the following definitions shall apply:

**A. Logical Network** – A Logical Network is a virtual representation of a network that appears as an entirely separate and self-contained network, even though it may physically be part of a larger network.

**B. Metropolitan Area Network** - A Metropolitan Area Network (MAN) is similar to a Local Area Network (LAN), but spans an entire city or campus.



# NEWARK POLICE DIVISION GENERAL ORDER



**C. Local Area Network** - A Local Area Network (LAN) is a group of computers and associated devices that share a common communications line or wireless link to a server. Typically, a LAN encompasses computers and peripherals connected to a server within a distinct geographic area.

**D. Infrastructure** - Network infrastructure is the hardware and software resources of an entire network, which enable connectivity, communication, operations and management of an enterprise network. It provides the communication path, and services between users, processes, applications, services and external networks/the internet.

**E. Firewall** - A firewall is a network security system that monitors and controls the incoming and outgoing network traffic based on predetermined security rules, which is used to maintain the security of a private network.

Firewalls block unauthorized access to or from private networks, and are often employed to prevent unauthorized Web users or illicit software from gaining access to private networks connected to the Internet.

A Firewall may be implemented using hardware, software, or a combination of both, and is recognized as the first line of defense in securing sensitive information. For better safety, the data can be encrypted.

**F. Proxy Server** - A Proxy Server is located between a client computer and a server, where it acts as an intermediary between the two, such as a Web browser and a Web server. The proxy server's most important role is providing internet security.

**G. Access Control List (ACL)** - Access Control List (ACL) refers to the permissions attached to an object that specify which users are granted access to that object, and the operations it is allowed to perform. An example of an object could be a server. An ACL will specify which users or computers have access to the specified server and what roles the user has on the server.

**H. Malware** - Malware is an acronym for Malicious Software. Malware is any type of software that brings harm to a computer system. Malware can be in the form of Worms, Viruses, Trojans, Spyware, Adware and Rootkits, etc., which steal protected data, delete documents or add software not approved by a user.

## IV. SERVICE OR PRODUCT DESCRIPTION

The network used by the Newark Police Division, though logically separated, is physically attached to the City's Metropolitan Area Network (MAN) infrastructure. The MAN infrastructure is supported and maintained by the City's OIT.



# NEWARK POLICE DIVISION GENERAL ORDER



The Newark Police Division has a large number of devices connected to the network infrastructure. The devices are supported and maintained by the Newark Police Division Information Technology Division. As such, the Newark Police Division and the City of Newark OIT work cooperatively to support and maintain the operation of the network as a whole.

The City's OIT maintains security at points of entry and exit to/from the public cloud, and throughout the network used by the Newark Police Division. The City's OIT utilizes Cisco Adaptive Security Appliance (ASA) Firewalls, to protect entry points into the City's network. To secure access to the Internet, the City's OIT utilizes a Blue Coat Proxy. To protect against Malware and other online threats, the City's OIT currently utilizes Trend Micro security software.

The Newark Police Division maintains and supports, through a third party vendor, a Cisco ASA 5510 Firewall to protect the Garden State Network's Criminal Justice Information Service (CJIS), entry point. The ASA maintains an Access Control List (ACL), of authorized CJIS computer terminals allowed to access the CJIS network via the Garden State Network.

## V. DUTIES AND RESPONSIBILITIES

### Newark Police Division Personnel

Whenever a breach of computer security is detected, either via Hacking, or Malware / Virus infection, the Newark Police Division users shall take the following steps:

- A. Contact the Information Technology Division between 0800 and 1700 hours, Monday through Friday.
- B. During non-operational hours, the users shall contact the Communications Division / 911 Call Center Tour Commander. The Tour Commander will contact the on-call ITD personnel.

The contact shall include the requestor's name, location, telephone phone number, and nature or characteristics of the breach, if identified by the user.





# NEWARK POLICE DIVISION GENERAL ORDER



## Information Technology Division Personnel

After receiving initial notification, and once on the scene, the ITD on-call personnel will take the following steps:

1. Make the necessary assessment on the required level of response.
2. If the on-call personnel cannot determine the appropriate level of response, the ITD on-call personnel shall contact and confer with their Commander.
3. If the assessment indicates a more widespread problem, or the problem was introduced through the network infrastructure, the Commander of ITD will coordinate with the City of Newark's OIT. Coordination will continue until the breach has been abated.
4. During a verified breach of computer security event, the ITD Commander shall ensure the Public Safety Director is apprised via telephone, of the details regarding how the breach affects the operations of the NPD, the possible consequences of the breach, and the steps which are being taken to mitigate and repair the breach.
5. Immediately after a breach has been abated, an after-event response meeting between involved parties will be held to identify weaknesses and if necessary revise procedures, policies, and utilities to avoid future occurrences.
6. The breach, mitigation procedure, and repair process, shall be carefully documented in detail, in the form of a written report to the Public Safety Director. The report shall be delivered to the Office of the Public Safety Director by the Commander of ITD within one (1) business days of the resolution of the breach of security event.



# NEWARK POLICE DIVISION GENERAL ORDER



## VI. COMPLIANCE

All Newark Police Division personnel shall become familiar with, and comply with the tenets of this Order.

## VII. EFFECT OF THIS ORDER

All previous directives that are inconsistent with this Order are hereby repealed

This Order shall become effective immediately.

BY ORDER OF

A stylized, handwritten signature in dark ink, appearing to be "AA", written over a horizontal line.

ANTHONY F. AMBROSE  
PUBLIC SAFETY DIRECTOR

AFA:JR/jma